

State of Illinois  
Department Of Transportation

**CONSTRUCTION INSPECTOR'S CHECKLIST  
FOR  
CONTRACT ADMINISTRATION**

This checklist has been prepared to provide the Resident Engineer a summary of easy-to-read step-by-step requirements relative to Contract Administration. The following questions are based on information found in the Standard Specifications, Construction Manual, Policy Memorandums, and letters.

**BEGINNING OF CONTRACT**

1. Have you received from your Construction Office the following? \_\_\_\_\_

Special Provisions  
Plans  
Copy of executed contract (i.e. signed by the Secretary of Transportation)  
Commitment File  
Copy of Joint Agreements and Letters of Understanding  
404 Permits, etc.  
NPDES Plan & NOI  
Design calculations  
ROW plats for any proposed ROW or easements  
Preprinted Quantity book pages.  
Copy of first pay estimate  
Subcontractor Approvals  
Approved material sources  
Job Stamp.or preprinted labels

2. Establish contract files that includes the following as a suggested minimum? \_\_\_\_\_

As Built Plans	Binder for IDR's, <a href="#">BC 628</a>
Asphalt and Concrete Reports	Material Inspection Reports - <a href="#">MIRC08</a>
Audit Reviews	Miscellaneous
Authorizations	NPDES Reports
Calculations	Pay Estimates / Material Allowance
Commitments	Proportioning Reports - Plant Reports
Contract	QC/QA Plan, Reports
Contractor's Payroll	Shop Drawings
Correspondence	Subcontractor Approvals
EEO Reports	Delivery Ticket Files/Envelopes
Erosion Control Reports	Traffic Control Reports
Final Papers	Trainee Reports
Force Account Reports	Weekly Reports

3. Are you setting up the following documents? \_\_\_\_\_

- a. Quantity Book. See Section A in the [Documentation Section](#) of the Construction Manual.
  - b. Binder for Inspector's Daily Reports, for any IDR's prepared during the project. See Section A of the Documentation Section.
  - c. Field Books. Put identifying information on any field books to be used. See Section A of the Documentation Section.
  - d. Project Diary. Put identifying information on the inside cover. Put inspectors' names and initials in front of Diary. See Section A of the Documentation Section.
4. Have you been informed as to when and where the Pre-Construction Conference will be held? \_\_\_\_\_
- a. Pick up several sets of plans and special provisions, and order full scale sized sets if it is a major project.
  - b. Have your key personnel attend this meeting (with Supervisor's permission).
  - c. Keep a copy of the minutes in your contract file.
  - d. Discuss any agreement to plan quantity ([BC 981](#)).
  - e. Scheduled jobsite inspection to review and designate the locations and types of erosion control protection to be placed. (Article 280.03)
  - f. Discuss material sources and suppliers.
  - g. Discuss progress schedule submittal and start of work. See Section 108 of the Standard Specifications.
  - h. Discuss the proposed workforce and equipment to be used. See Section 108 of the Standard Specifications.
5. Have you contacted the designer and discussed this contract? \_\_\_\_\_
- a. Obtain a copy of the Design Calculations for future reference. They show how the plan quantities were determined.
  - b. If the project involves rehabilitation, obtain a set of current as built plans from microfilm.

6. Have you discussed the following concerning this contract with your supervisor? \_\_\_\_\_
- a. Personnel requirements.
  - b. Vehicles.
  - c. Survey and measurement equipment.
  - d. ICORS equipment
  - e. Material testing equipment.
  - f. Authorization pre-approvals.
  - g. Special commitments.
7. Have you discussed with the Contractor the location of the field office and given him/her a list of any special equipment required by the contract? See Section 670 of the Standard Specifications. \_\_\_\_\_
- Provide the exact location of the field office and the field office phone numbers to your District Construction office.
8. Are you and your staff carefully examining the plans, Special Provisions, Recurring Special Provisions, Supplemental Specifications and Specifications? Any discrepancies shall be reconciled in accordance with Article 105.05. \_\_\_\_\_
9. Does your contract contain a temporary erosion control plan? If not, have you discussed this with the Contractor and your Landscape Architect? Follow the Construction Inspector's Checklist for Erosion Control. \_\_\_\_\_
10. Has the Traffic Control Authorization Request Form [OPER 725](#) been prepared, submitted and approved? \_\_\_\_\_
11. Are you setting up a Project Diary for this contract? See [Section A](#) in the Documentation Section of the Construction Manual. \_\_\_\_\_
12. Are you checking the list of Construction Memorandums found in the Construction manual to see if any apply to your contract? (Note: Construction Memorandums are not contract documents. Construction Memorandums are policy.) \_\_\_\_\_
13. Do you have access to the pertinent Departmental Manuals listed on Page No. 1 of the [Administration Section](#) of the Construction Manual? \_\_\_\_\_
14. Review the standard forms necessary for documentation along with pertinent guidelines such as who prepares the form, the purpose of the form, instructions on its preparation and distribution that are contained in the forms section of the Construction Manual? \_\_\_\_\_

15. Prior to the contractor starting work, have you: \_\_\_\_\_
- a. Received a satisfactory progress schedule from the contractor?  
(Article 108.02) \_\_\_\_\_
  - b. Received approval for first or second-tier subcontractors the  
contractor has requested to use on the project? \_\_\_\_\_
  - c. Determine if original cross sections are needed for earthwork? \_\_\_\_\_
  - d. Measured items to be removed? (e.g. trees) \_\_\_\_\_
  - e. Established bench marks needed for the work? \_\_\_\_\_
  - f. Conducted the jobsite erosion control review scheduled at the pre-  
construction conference. (Article 280.03) \_\_\_\_\_
  - g. Prior to commencing earthwork, installed Erosion and Sediment  
Control measures. (Article 280.03) \_\_\_\_\_
16. Are you determining the ROW limits and any construction easements and  
marking them for the contractor. (Article 107.32) \_\_\_\_\_
- a. In some cases it may be necessary to contact your District Land  
Acquisition Office to obtain the ROW plats.
  - b. See [Section 100](#) in the Construction manual.
17. Are you establishing stationing throughout the project? \_\_\_\_\_
- Sometimes it is advantageous to run an offset line other than the centerline  
especially in urban areas.
18. Are you locating the stations of all permanent signs, no passing zones,  
special pavement markings, etc.? \_\_\_\_\_
- The Bureau of Operations have the signs inventoried by mile stations.
19. Are you discussing the traffic control plan with the Contractor?  
(Section 700) \_\_\_\_\_
- a. Read Section 700 in the Standard Specifications.
  - b. Contact your District Traffic Control Supervisor and discuss any  
recent specification changes. Ask if State Police hireback money  
is available for your project. Have him/her inspect the initial traffic  
control setup for specification compliance.

**PROSECUTION AND PROGRESS OF CONTRACT**

1. Are you making out a Pay Estimate at least once a month of the materials in place complete, the amount of work performed, and the value thereof, at the contract unit prices? (Article 109.07) \_\_\_\_\_
  - a. Enter the cumulative quantity from the quantity book not to exceed the plan quantity or authorized quantity on the corresponding line item of the pay estimate.
  - b. Refer to Construction [Memorandum No. 76](#) for specific procedures.
  - c. See the [Forms Section](#) of the Construction Manual for more information.
  - d. Do not include on the pay estimate quantities which do not have evidence of material inspection. Consult your District Materials office.
2. Are you performing erosion control inspections as required and ensuring the erosion control plan is being followed by the Contractor? \_\_\_\_\_
  - a. Follow the Construction Inspector's Checklist for [Erosion Control](#).
  - b. See Construction [Memorandum No. 60](#).
3. Are you filling out the Weekly Report of The Resident Engineer, form [BC 239](#)? (Article 108.04) \_\_\_\_\_
  - a. The Weekly Report is used by the Central Bureau of Construction to generate the "Monthly Construction Report" for each district. This monthly report tracks the progress and status of each contract in every district statewide.
  - b. Discuss the progress of the work with the Contractor and compare it to the progress schedule. (Article 108.02)
  - c. Extension of time requests can be initiated by either the contractor or Engineer. (Article 108.08) (Form BC-2019)
  - d. See also Construction [Memorandum No. 28](#).
4. Are you performing traffic control inspections as required by [Section 700](#) in the Construction Manual? \_\_\_\_\_

Coordinate through your District Traffic Control Supervisor from the Bureau of Operations.
5. Are you ensuring all materials incorporated into the work has evidence of Material Inspection? \_\_\_\_\_

- a. Contact your District Bureau of Materials.
  - b. Follow the requirements of the [Project Procedures Guide](#).
  - c. Request Report 16S from the Bureau of Materials. It summarizes all the Mystic MIRC08 reports for your contract.
6. Are you completing Contractor evaluations on a annual basis on Form [BC 1777](#), Contractor's Performance Evaluation? \_\_\_\_\_
- a. This form is used to help determine the prequalification Work Rating of a Contractor.
  - b. See Form [BC 1778](#), Numerical Guidelines For Use With Contractor's Performance Evaluation.
7. Are all field books set up as outlined in Section A (examples in Section F) in the [Documentation Section](#) of the Construction Manual? \_\_\_\_\_
- a. Do not leave field books in drawers or State trucks.
  - b. Are daily bituminous, concrete and piling notes being recorded in hard-backed field books?
8. Are Truck Tare Weights being recorded daily on pay items paid for by the ton? \_\_\_\_\_
- a. See Section A in the [Documentation Section](#) of the Construction Manual, Documentation of Pay Quantities Based on Weight Tickets.
  - b. Use form [BC 1465](#), Truck Tare Weights.
  - c. Are independent weight checks being conducted. See Special Provision and [Documentation Section](#) of the Construction Manual.
9. For Extra Work are you filling out daily copies of Form [BC 635](#), Extra Work Daily Report or establishing an agreed unit price for the work? (Article 109.04) \_\_\_\_\_
- a. Form [BC 635](#) must be jointly signed by the Resident (or inspector) and the Contractor, recording labor, equipment, and material used. See Schedule of Average Annual Equipment Expense in the Construction Manual and Construction [Memorandum No. 4](#).
  - b. Agreed unit prices require a letter from the Contractor and a memorandum from the District Estimator. See Section A in the [Documentation Section](#) of the Construction manual.

- c. If prior approval from supervisor (or higher) was required, record in the project diary the name of the person and when the approval was received
10. Are you ensuring that the Contractor is complying with all the EEO requirements? Are you periodically making spot interviews of employees of the Contractor and subcontractor(s) on the job to establish that the minimum wage and other labor standards of the contract are being fully complied with and that there is no misclassification of labor or disproportional employment of apprentices, etc.?
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- a. See Construction [Memorandum No. 24](#) and EEO Checklist, Form SBE 1008.
  - b. Consult the [Equal Employment Opportunity Section](#) in the Construction Manual.
  - c. Use form [BC 163](#), Report Of Employee Interviews.
  - d. See Checksheet #4, Required Provisions - State Contracts.
  - e. Interview one employee from each craft.
  - f. Compare the wage rates to the Illinois Department of Labor's prevailing wage list for the appropriate county(s) contained in each contract.
  - g. Report discrepancies to your supervisor and District EEO Officer..
11. Are you documenting thickness for items as indicated on the Thickness Determination Schedule contained in Section A of the [Documentation Section](#) in the Construction Manual?

**END OF CONTRACT**

1. Are you checking the plans to be sure all work was performed under the contract? \_\_\_\_\_
2. Are you giving the Contractor a punch list of items to be completed before the project can be accepted? \_\_\_\_\_  
  
Make a joint inspection with either the Maintenance Field Engineer or Field Technician.
3. Are you performing final documentation as indicated in Section A in the Documentation Section of the Construction Manual? \_\_\_\_\_  
  
See Form [BC 111](#), Checklist For Engineer's Final Payment Estimate.
4. If the contractor wishes to submit a claim on this contract is he/she following the procedures outlined in Article 109.09? \_\_\_\_\_  
  
Refer to Construction [Memorandum No. 71](#).
5. Are you preparing an As-Built sets of plans for this contract? \_\_\_\_\_
  - a. Use 1/4 size plan sheets and mark changes in green or blue (red pencil does not copy well).
  - b. Make two sets for contracts that involve changes or revisions to bridge plans.